

**APPROVED**  
STATE OF CONNECTICUT  
MUNICIPAL ACCOUNTABILITY REVIEW BOARD (MARB)

**REGULAR MEETING MINUTES**  
West Haven Subcommittee of the MARB

**Meeting Date and Time:** Tuesday, July 21, 2020 10:00 AM – 12:00 PM

**Meeting Location:** This was a telephonic meeting. Meeting materials may be accessed at the following website:  
<https://portal.ct.gov/OPM/Marb/West-Haven-Committee-Meetings-and-Materials>

**Call-In Instructions:** Meeting participants may use the following telephone number and access code

Telephone Number: (860) 840-2075

Meeting ID: 748-116-614

**Members in Attendance:** Kimberly Kennison (OPM Secretary designee), Christine Shaw (State Treasurer designee), Stephen Falcigno, Robert White

**City Officials in Attendance:** Mayor Rossi, Frank Cieplinski, Matthew Cavallaro, Representative DiMassa

**OPM Staff in Attendance:** Julian Freund, Michael Milone (Liaison to West Haven), Bill Plummer

I. Call to Order & Opening Remarks

The meeting was called to order at 10:04 AM.

II. Approval of minutes: May 19, 2020

A motion was made by Mr. White, with a second by Mr. Falcigno, to approve the minutes of the May 19, 2020 meeting. The motion passed unanimously.

III. Update: Corrective Action Plan FY 2019 Audit Findings

Mr. Cieplinski reviewed the status of each item in the Corrective Action Plan. Several items that have been resolved need to be revised on the report to reflect that they have been closed. Matthew Cavallaro, of the Board of Education reported on the status of findings related to the Board of Education. Ms. Kennison offered some assistance in developing measures to close one finding related to recording and approving journal entries.

IV. Update: Status of HR Corrective Action Plan

a. ADP implementation

Mr. Cieplinski described the process for the implementation of the ADP payroll system, which is a significant component of the HR Corrective Action Plan. Recurring weekly project team meetings have been established. A timeline provided by ADP was reviewed. The project is currently in the needs analysis stage of the design and build phase of the project. The project will introduce a number of self-service features. Data

extraction and conversion is scheduled between late September and early November. Dual maintenance will begin in November and continue until the system goes live. The City was asked who the project manager. Mr. Cieplinski responded that he is the project lead and he noted the other project team members. Ms. Kennison advised being mindful of managing the workload of this project at the same time as the preparation of the FY 2020 financial statements.

V. Review and Discussion: Proposed Conditions for FY 2021 Restructuring Funds

A list of proposed conditions for FY 2021 Restructuring Funds was reviewed and explained. Mr. Cieplinski emphasized that his intent is to submit the next proposed budget and updated 5-Year Plan together. Mr. White suggested adding the following items to the list of conditions under consideration:

- Mid-year check-in on the City's revaluation process and preliminary grand list projections
- Mid-year check-in on the City's budget
- Require MARB approval of the use of proceeds from the sale of City property

VI. Review and Discussion: G.O. Bond Issue

Mr. Cieplinski provided an overview of a planned September bond issue. The \$19.173 million in General Obligation (G.O.) bonds will permanently finance \$13 million of previously issued Bond Anticipation Notes (BANs) for the high school renovation project. The remaining \$6.173 million of G.O. bonds will fund a number of previously authorized infrastructure projects, fleet replacements and other capital projects. In addition to the G.O. bonds, \$19.5 million of BANS related to the high school project will be rolled forward. All of the resulting debt service payments were incorporated into the FY 2021 budget and the approved 5-Year Plan.

VII. Update: Status of proposed charter revisions and scheduling of referendum

Representative Michael DiMassa provided an update on the City's Charter Revision process. The proposed charter revisions, which include transition to a Council-Manager form of government and a restructuring of City Council districts, will be put to voters as a referendum question at the November general election. Representative DiMassa noted that the vote on the referendum changes will be an all or nothing vote.

Other: OPM staff advised the subcommittee that they had just been advised of a Tentative Agreement between the City and the Allingtown Firefighters union. This item will likely require special meetings in August.

VIII. Adjourn

The meeting adjourned at 11:20 AM.